

**Village of Cottage Grove**  
**PARKS, RECREATION and FORESTRY COMMITTEE**  
**Meeting Minutes for Tuesday, September 20, 2016**

1. **Call to order meeting at Municipal Services Building.** The meeting was called to order by Pickel at 6:30 pm.
2. **Roll call and confirm that the meeting was properly posted.**  
It was determined that a quorum was present and that the agenda had been properly posted. Present for the meeting were Penny Aguilera, Shane Genschaw, Jay Kiefer, Kevin Laufenberg, and Jennifer Pickel (chair). Staff present were Parks, Recreation and Forestry Director Sean Brusegar. Town of Cottage Grove Chairperson Kris Hampton was also present.
3. **Public appearance: Public's opportunity to speak about any subject that is not a specific agenda item.**  
None.
4. **Forestry Report.**  
Emerald Ash Borer (EAB) was recently found in the Village on Oak Street. When the bark was peeled back, the tree was full of larvae. The tree was cut down and ground, and the stump was smothered to kill the beetle. The question of what to do with private ash trees arose and what do other communities do. It was noted that Middleton cuts down the trees. If an accredited arborist identifies EAB in a tree, it can be treated. If there is potential for damage to public property, the Village can force the private trees to be cut down. This item will be discussed more at next month's meeting.
5. **Discuss and consider a joint recreation program with the Town of Cottage Grove.**  
Town of Cottage Grove Chair Kris Hampton was present to discuss the possibility of having Town residents be considered residents when registering for recreation programs. Town residents have made up 34% of all total registrations over the time period of 2013-2015. Hampton proposed that the Town make a lump sum payment. The dollar amount of Town registrations for the same time period above, 2013, 2014, and 2015, was \$17,210, \$19,546, and 23,456 respectively. A tiered fee of \$10, \$20, and \$30 was added for non-residents (including the Town) to the program fees depending on the program. At this point, Pickel suggested that Hampton make an offer as to what the Town is thinking of paying. Hampton wonders if Town registrations will increase after the extra fee is lifted. Pickel stated that there was no decrease in registrations once the Town withdrew from the joint rec program. Pickel also explained that Town funds help subsidize costs for programs, since there is a cost associated with each participant. Hampton asked what the average participation number of Town residents were over the three-year period of 2013-2015, to which Brusegar replied 206 people per year from the Town. Hampton stated that the last contribution from the Town was \$5,000. Brusegar then explained that \$95 per year from each Village household goes to funding the Parks and Recreation Department. Hampton mentioned possibly contributing \$10,000, to which Pickel explained that the department would then be losing money. Brusegar noted that it would be easier to not have to deal with non-resident fees. In 2015, the Town participants paid \$23,000 and with a \$10,000 payment by the Town, there would be \$13,000 in lost revenue. Pickel added that registrations continue to increase in spite of the additional fee. Hampton verified that if the Town makes a

contribution, then Town residents would then be able to pay Village resident rates. More discussion was had on the dollar amount that the committee would like to see the Town contribute. Aguilera asked what % of the non-residents were Town versus other communities. Brusegar said that 36% are non-Town residents (i.e. Madison, Monona, or other). Brusegar also stated that this contribution should be revisited every year and should be approved by the Village Board. He also believes that nothing less than \$13,000 should be offered by the Town. After some more conversation, the Parks and Recreation Committee discussed and considered having the Town of Cottage Grove make a payment of \$13,500 in lieu of non-resident fees beginning with the 2017 Spring/Summer Guide programs. No formal action was taken.

**6. Update on Griff Haase Eagle Scout Project.**

No new updates since the posts went in. Weather has been the delay. Most of the dugouts have been framed for concrete, just waiting for the weather to cooperate. Best opportunity for Griff to get helpers with his project is on Saturday mornings.

**7. Update on budget.**

This is the third year of costing out all programs, which allows staff to better predict and budget for 2017. There has been a 4.47% increase in rec programs this year, a 3% increase in revenues, and 21 % increase in professional services for forestry. Increases in the budget for 2017 include \$14,500 for an ADA evaluation of the parks so that the Village can be compliant with federal ADA regulations, \$15,000 to install the previously purchase shade structures at Bakken Park, and a minor increase in cell phone costs. Brusegar asked if the committee would like to keep the Bakken Park shade structure installation in the budget or use park development funds. Pickel recommended keeping it in the budget, and if it gets removed, then look at utilizing park development funds. **Motion** by Kiefer, seconded by Genschaw, to approve the 2017 budget as presented, including changing the Forester position from 20/80 Public Works, to 80/20 Public Works. Motion carried with a voice vote of 5-0-0.

**8. Discuss shade structures and pricing for Bakken Park.**

This item was tabled.

**9. Parks and Recreation Directors Report.**

Archery is starting this week and the next session of adult fitness classes begin next week. Youth volleyball will also be starting soon. The session 2 of the GDS afterschool glass fusion, as well as the adult jewelry class in December, have been cancelled by the instructor. Three (3) teams of competitive cheer will begin in October. Staff have been working with the MG basketball coaches to get everyone the gym times they need coming in to the season. Basketball is moving away from Tri-County to a new program.

Parks employee, Matt Peterson is leaving to take a new position outside of the Village. Brusegar is working with MG staff for the sodding of the infield at Fireman's Park. Mowing has remained consistent with the playing of flag football on park fields. Updated on the rash issues associated with Huston Park and the Glacial Drumlin Trail.

**10. Approve the minutes of the August 25, 2016 meeting.**

**Motion** by Laufenberg, seconded by Kiefer, to approve the minutes from the August 25, 2016 meeting as presented. Motion carried with a voice vote of 5-0-0.

**11. Future Agenda Items.**

- Update on Griff Haase project.
- Discuss EAB and private trees.
- Discuss Town of Cottage Grove fees for recreation programs.
- The next PRFC meeting will be held on **Wednesday, October 19, 2016 at 5:00 pm.**

## **12. Adjournment.**

**Motion** by Kiefer, seconded by Aguilera, to adjourn the meeting at 8:28 p.m. Motion carried with a voice vote of 5-0-0.

Respectfully submitted by Penny Aguilera, Parks, Recreation and Forestry Committee Member

Approved on: \_\_10/19/16\_\_

*These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim discussion of the subjects and conversations that took place.*